

Effective 9/21/03

EMPLOYEE CHANGE OF HOURS/CHANGE DAYS WORKED IN WEEK

Employee Name: Elisabeth O'Brien Today's Date: 8/1/9103

Employee ID# 118092 Division Dry Lab Effective Date: 9/22/03

Supervisor Approval: Devin McEntee 8/19/03

Bureau/Division Approval: _____

HR Director / Budget: _____

ENTER NEW SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Total Weekly Hours
Scheduled Hours	7-4 3/4	7-2	7-4 3/4	7-2	7-2		
Total for day	9.0	6.5	9.0	6.5	6.5		37.5

Increase:

Decrease:

Entered By: C. manusca

Date: 9/4/03